

## **The Graduate Curriculum Committee (GCC)**

Meeting Minutes

Wednesday, April 25, 2012

### **Regular Members Present:**

Rose Allen (Chair)  
Jim Decker (Vice-Chair)  
Carol Brown  
Hamid Fonooni  
Will Forsythe  
Ravi Paul  
Bob Thompson

### **Regular Members Absent/Excused:**

None

### **Ex-Officio Members Present:**

Meaghan Johnson and Linner Griffin

### **Ex-Officio Members Absent/Excused:**

None

### **Academic Program Planning and Development:**

Kimberly Nicholson

### **Guests:**

None

### **Actions of Committee:**

#### **I. Call to Order**

##### **1. Report on Graduate Council Actions**

The (+) (-) grading scale was discussed. Although the policy was initially intended for undergraduate courses only, there is ongoing discussion regarding the impact on 5000-level courses and/or the undergraduate students taking 5000-level courses. The registrar's office has confirmed that it is possible for undergraduate students in 5000-level courses to be graded on the new (+) (-) scale while graduate students in the same course would follow the published graduate grading scale. This topic will be revisited in the fall. Graduate directors will be providing feedback to the Graduate School to assist in determining how best to address this issue. For now, proposal forms for all graduate-level courses should depict the graduate grading scale identified in the graduate catalog. This may change once the questions regarding the impact of the (+) (-) grading scale on 5000-level courses is resolved.

##### **2. The 03-21-12 and 03-28-12 GCC minutes were approved electronically then forwarded to the Graduate Council for agenda placement.**

Both sets of minutes were approved by the Graduate Council, to include the Request for Authorization to Establish (RAE) the PhD in economics and the Notification of Intent to Plan (NIP) the master of community planning. The Educational Policies and Planning Committee

(EPPC) has reviewed the economics proposal and will review the community planning proposal in the fall.

## **II. Forms, Guidelines, Manual, and Policies and Procedures**

### **1. 5000-level Policy Approved by the Graduate Council in their 02-20-12 Minutes**

Dean Gemperline has confirmed that the GCC may now accept proposals for the creation or revision of 5000-level courses. In response, the GCC will revise the proposal form and manual accordingly. Units presenting new or revised 5000-level courses will be asked to show a differentiation between undergraduate and graduate student expectations.

### **2. Graduate Curriculum Committee Course Proposal Form For Courses Numbered 6000 and Higher**

The committee confirmed that the list of topics in all proposal forms should reflect the stated objectives. This requirement is currently identified in the manual and will be added to the proposal form for clarity. Units will not be required to provide written identification linking topics to specific objectives. This form will be used for courses numbered 5000 and higher.

### **3. Signature Form for GCC Curricular Actions**

No revision of this form is necessary.

### **4. Graduate Curriculum and Program Development Manual**

The committee explored the possibility of updating the samples provided in the manual. Drs. Allen and Decker will review recently approved course proposal forms to include 9000-level courses, variable credit courses, and courses with an S/U grading scale. It is preferable that the justification text in the samples include the assessment information in addition to accreditation information if applicable. All references to the inability to create or revise 5000-level courses will be removed from the manual.

### **5. Policies and Procedures for Graduate Certificate Programs**

Text within the certificate guidance document was modified for clarity. Units will be asked to identify the method of delivery. This new requirement has been added to assist in the ability to respond to inquiries from GA. The process for revision or discontinuation of an existing certificate program has been added.

## **III. Annual Report**

### **1. Annual Report – draft**

Dr. Allen presented the draft 2011-2012 GCC annual report and requested feedback. Data illustrating the curricular/program development packages reviewed during the current academic year will be incorporated. The committee considered adopting the procedure currently employed by the University Curriculum Committee (UCC), by which the work split is expended. If enacted, the chair will review all packages and at least two GCC members will be assigned to each package. One of the designated reviewers will lead the discussion for each package during the GCC meeting. This will promote involvement of all GCC members in the meeting discussion and better balance the committee workload.

## IV. GCC Membership

### 1. Appendix F

Appendix F was provided to the committee via e-mail. The new GCC membership criteria identified in Appendix F was discussed.

### 2. GCC Membership Tracking

Dr. Allen confirmed that a GCC term is three years and each member can remain on the GCC for two consecutive terms. If a member is added to the committee to complete the remaining time on a term, that member will be eligible for two full three year terms following the completion of the partial term. Drs. Forsythe, Brown, and Paul confirmed that they will be returning in the fall for the second year of their term. Dr. Thompson has completed his three year term and has requested a second term. Dr. Allen has completed the first year of her second term and will not be returning in the fall due to out of state relocation. The committee thanked Dr. Allen for her commitment and great job as chair and wished her well with her new position. The following colleges currently do not have representation on the GCC for fall: Brody School of Medicine, College of Allied Health Sciences, College of Fine Arts and Communication, and the College of Nursing. Please review the membership tracking worksheet attached to the agenda for a more detailed historical record.

### 3. Graduate and Professional Student Senate (GPSS) Representation

One of the new GPSS representatives, Meaghan Johnson, was introduced. Ms. Johnson and Ms. Hillary Huffer will alternate attendance at the 2012-2013 GCC meetings as the student representative ex-officio member.

## V. GCC Officers

## VI. Old Business

### 1. Update regarding 5000-level courses

See *5000-level Policy Approved by the Graduate Council in their 02-20-12 Minutes* section above, Item II-1.

### 2. Update regarding status of *Active Courses Not Offered in 10+ Years Action Plan initial cleanup – fall implementation.*

As chair, Dr. Decker will send an e-mail to Dean Gemperline in the fall with the data identifying the active graduate-level courses that appear in the catalog that have not been offered in 10 years. Dean Gemperline will provide the units with an opportunity to request retention of the identified courses prior to the GCC deleting the courses. The unit response deadline and GCC meeting date in which the deletion will take place will be determined in the fall. The initial cleanup action plan is identified in the 02-01-12 GCC minutes.

### 3. Revised academic program development (APD) process

Dr. Allen asked about the status of the new APD process. Dr. Griffin confirmed that the Board of Governors approved the shortened process. The RAE will be submitted within 4 months of submitting the Request for Authorization to Plan (RAP). The EPPC approved the shortened on campus timeline. ECU is awaiting the final regulations regarding the new process from the General Administration.

## **VII. New Business**

### **1. Student Loan Forgiveness**

Ms. Johnson shared the proposed student loan bill with the committee. The bill allows for forgiveness of student loan balances after the borrower has paid 10% of their disposable income for 10 years. There are additional provisions that pertain to specific disciplines/career fields. Links for the main support page, fact sheet, and bill will be distributed to committee members via e-mail.

### **2. GCC Meeting Schedule**

Dr. Decker shared the projected meeting scheduled calendar created for the Graduate Council, which includes anticipated meeting dates for the Faculty Senate, Graduate Council Executive Committee, Graduate Council, GCC, and EPPC. The committee approved to continue the current GCC meeting start time of 2:00 pm. Dr. Griffin shared that the fall may be slow in regard to submission packages, as curricular changes may impact information that units have provided for the SACS review. Dr. Decker shared the possibility of an influx of 5000-level course revisions in response to the communication from Dean Gemperline to the program directors regarding undergraduate student population in these courses. The UCC may see an increase in the number of 4000-level courses created if program directors determine a 4000-level course would be more appropriate than the existing 5000-level course if predominantly populated by undergraduate students.



**Graduate Curriculum Committee Course Proposal Form  
for Courses Numbered 50006000 and Higher**

**Note: Before completing this form, please carefully read the accompanying instructions.**

Submission guidelines are posted to the GCC Web site: <http://www.ecu.edu/cs-acad/gcc/index.cfm>

1. Course prefix and number:  2. Date:

**3. Requested action:**

<input type="checkbox"/>	New Course			
<input type="checkbox"/>	Revision of Active Course			
<input type="checkbox"/>	Revision & Unbanking of a Banked Course			
<input type="checkbox"/>	Renumbering of an Existing Course from			
	from	#	to	#
<input type="checkbox"/>	Required		<input type="checkbox"/>	Elective

**4. Method(s) of delivery (check all boxes that apply for both current/proposed and expected future delivery methods within the next three years):**

**Current or  
Proposed Delivery  
Method(s):**

**Expected  
Future Delivery  
Method(s):**

<input type="checkbox"/>	<b>On-campus (face to face)</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Distance Course (face to face off campus)</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Online (delivery of 50% or more of the instruction is offered online)</b>	<input type="checkbox"/>

**5. Justification. Identify the committee or group (e.g., Graduate faculty of the Department of English) that conducted the assessment of curriculum and student learning. Explain why the unit wishes to offer or revise the course. Include specific results from the unit assessment that led to the development or modification of the course. If applicable, cite any accrediting agency/ies and reference the specific standard/s.**

**5. Course description exactly as it should appear in the next catalog:**

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**6. If this is a course revision, briefly describe the requested change:**

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**7. Course credit:**

Lecture Hours		Weekly	OR		Per Term	Credit Hours		s.h.
Lab		Weekly	OR		Per Term	Credit Hours		s.h.
Studio		Weekly	OR		Per Term	Credit Hours		s.h.
Practicum		Weekly	OR		Per Term	Credit Hours		s.h.
Internship		Weekly	OR		Per Term	Credit Hours		s.h.
Other (e.g., independent study) Please explain.								s.h.
Total Credit Hours								s.h.

**8. Anticipated annual student enrollment:**

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**9. Changes in degree hours of your programs:**

Degree(s)/Program(s)	Changes in Degree Hours

**10. Affected degrees or academic programs, other than your programs:**

Degree(s)/Program(s)	Changes in Degree Hours

**11. Overlapping or duplication with affected units or programs:**

	<b>Not applicable</b>
	<b>Documentation of notification to the affected academic degree programs is attached.</b>

**12. Council for Teacher Education (CTE) approval (for courses affecting teacher education):**

	<b>Not applicable</b>
	<b>Applicable and CTE has given their approval.</b>

**13. University Service-Learning Committee (USLC) approval:**

	<b>Not applicable</b>
	<b>Applicable and USLC has given their approval.</b>

**14. Statements of support:**

**a. Staff**

	<b>Current staff is adequate</b>
	<b>Additional staff is needed (describe needs in the box below):</b>

**b. Facilities**

	<b>Current facilities are adequate</b>
	<b>Additional facilities are needed (describe needs in the box below):</b>

**c. Library**

	<b>Initial library resources are adequate</b>
	<b>Initial resources are needed (in the box below, give a brief explanation and an estimate for the cost of acquisition of required initial resources):</b>

**d. Unit computer resources**

	<b>Unit computer resources are adequate</b>
	<b>Additional unit computer resources are needed (in the box below, give a brief explanation and an estimate for the cost of acquisition):</b>

**e. ITCS resources**

	<b>ITCS resources are not needed</b>
	<b>The following ITCS resources are needed (put a check beside each need):</b>
	<input type="checkbox"/> <b>Mainframe computer system</b>
	<input type="checkbox"/> <b>Statistical services</b>
	<input type="checkbox"/> <b>Network connections</b>
	<input type="checkbox"/> <b>Computer lab for students</b>
	<input type="checkbox"/> <b>Software</b>
	<i>Approval from the Director of ITCS attached</i>

**15. Course information (see: *Graduate Curriculum and Program Development Manual* for instructions):**

**a. Textbook(s) and/or readings: author(s), name, publication date, publisher, and city/state/country. Include ISBN (when applicable).**

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**b. Course objectives for the course (student – centered, behavioral focus)**

**If this is a 5000-level course that is populated by undergraduate and graduate students, there must be differentiation in the learning objectives expected.**

Upon completion of this course, students will be able to:

**c. Course topic outline**

**The list of topics should reflect the stated objectives.**

**d. List of course assignments, weighting of each assignment, and grading/evaluation system for determining a grade**



## OVERVIEW OF GRADUATE CURRICULUM DEVELOPMENT

Curriculum development is a faculty responsibility. Proposals for new courses and revision of existing courses originate within the various schools and departments and within interdepartmental committees, and are approved by the unit faculty in accordance with unit code provisions. After approval by the academic unit faculty, the curriculum package needs the approval of the college or school curriculum committee as appropriate prior to submission to the Graduate Curriculum Committee (GCC) for consideration. Changes to courses affecting any teacher education program require approval by the Council for Teacher Education (CTE), and courses requesting service-learning credit must secure approval by the University Service-Learning Committee (USLC).

### Role of the Resource Person

Each college/school/department has an appointed resource person. This individual is an independent and unbiased facilitator of the curriculum process. This role may include guiding the development, organization, and submission of the curriculum proposal package. The resource person is not an additional step in the curriculum approval process.

### Overview of the Curricular Revision Process

1. With guidance from the college/school resource person, the faculty member prepares a proposal package that includes:
  - Explanatory memorandum
  - Course proposal form(s)
  - Marked catalog copy
  - Copy of e-mail verification from the Office of the Registrar for new course number(s)
  - Copy of e-mail verification from the Office of Academic Program Development and Planning for new prefixes
  - Documentation that units directly or indirectly affected by the curriculum request have been notified
  - Completed signature form
2. Approval by the unit graduate faculty
3. Approval of college/school curriculum committee as appropriate
4. Approval of the CTE, if curriculum package includes revisions to any course that affects any teacher education program
5. Approval of University Service-Learning Committee (USLC), if curriculum package includes the development or revision of courses with the service-learning (SL) or (SL\*) designation.
6. Two weeks prior to the requested GCC consideration, the curriculum planners submit the complete curriculum package (including a scanned copy of the signature form) to the GCC mailbox ([gcc@ecu.edu](mailto:gcc@ecu.edu)).
7. Faculty member(s) submitting the proposal should attend the GCC meeting at which the proposal will be considered. Resource persons should also attend in order to aid in expediting the revision process.

8. Revisions requested by the GCC must be submitted within one week and approved before the proposal will be forwarded to the Graduate School Administrative Board (GSAB). If recommended changes are sufficiently substantive, the GCC may request additional documentation and/or new approvals prior to forwarding the package to the GSAB.
9. The GSAB gives final approval of all proposals, based on the recommendation of the GCC. Originating department maintains archived copies of all approved curricular materials. Signature forms are archived within the Office of Academic Program Development and Planning.
10. Faculty consult GCC Web site for notification that their proposal has received all necessary levels of approval.

## GRADUATE CURRICULUM COMMITTEE COURSE SUBMISSION PROCEDURES

The Graduate Curriculum Committee has an e-mail account ([gcc@ecu.edu](mailto:gcc@ecu.edu)) to which all submissions of curriculum forms, proposals, and memoranda of request are made. Inquiries about the guidelines for submitting curriculum packages may also be sent to [gcc@ecu.edu](mailto:gcc@ecu.edu).

All materials for review and action by the committee must be sent to the committee chair at [gcc@ecu.edu](mailto:gcc@ecu.edu) as an e-mail attachment. The entire package must be complete before it can be considered by the committee. All materials for consideration must be received by 5:00 p.m., two weeks prior to the scheduled committee meeting. The electronic files will be posted to the committee Web site for review by all interested parties.

### Before Submitting to the GCC:

Before the Graduate Curriculum Committee will consider a curriculum revision package, the proposers must complete each of the following steps:

1. Secure approval of the graduate faculty and/or college/school/department curriculum committee for the requested curriculum changes. The representative of the unit graduate faculty and/or the college/school/department curriculum committee chair must sign a signature form for changes being submitted (one form per curriculum package).
2. Secure approval from the Council for Teacher Education (CTE) if the curricular revision has any impact upon any course required for a teacher education program. A signature from the chair of CTE is required on the signature form.
3. Secure approval from the University Service-Learning Committee (USLC) if applicable.
4. Secure e-mail verification from the Office of the Registrar for new course numbers.
5. Secure e-mail verification from the Office of Academic Program Development and Planning for proposed new prefixes.
6. Secure documentation of communication with possibly affected units.

The signature form and e-mails should be included as part of the curriculum revision package submitted electronically to the GCC.

### GCC Submission Process:

The process for submitting curriculum revision packages to the GCC is as follows:

1. Prepare a complete curriculum revision package (described below). Each electronic document should be prepared in Microsoft Word format (.doc). Save each required e-mail in Microsoft Outlook (.msg) or (.pdf) format. Do not send any part of the package until it is fully completed.
2. Fill out one signature form and one memorandum of request for the entire curriculum package, collecting all of the appropriate signatures (see previous section). The completed signature form should be in a (.pdf) format and must be submitted with the curriculum package electronically in order for the package to be considered for agenda placement.
3. Attach each electronic item in the curriculum revision package to an e-mail and send to: [gcc@ecu.edu](mailto:gcc@ecu.edu). Materials must be submitted electronically by 5:00 p.m., two weeks prior to the

scheduled GCC meeting. A schedule of submission deadlines is available at [www.ecu.edu/cs-acad/gcc/index.cfm](http://www.ecu.edu/cs-acad/gcc/index.cfm).

4. The proposers and/or resource person will receive a notification e-mail once their package has been placed on a meeting agenda. This e-mail will contain a link to the meeting agenda on the GCC Web site at which their curriculum proposal package will be reviewed. The agenda will contain the date, time, and location of the GCC meeting and the linked documents for each proposal package. It is recommended that the proposers and/or resource person review these links prior to attending the scheduled GCC meeting.

**Warning:** Occasionally, electronic mail inexplicably disappears. It is the responsibility of the proposing unit to verify that the proposal has been received. Any questions should be directed to [gcc@ecu.edu](mailto:gcc@ecu.edu).

### **Complete Curriculum Package:**

A complete curriculum package consists of a collection of electronic files. Each file should be in Microsoft Word format (.doc) except for e-mail messages, which should be in Microsoft Outlook (.msg) or (.pdf) format. The completed signature form may be scanned into a (.pdf) file. Any electronic files not in these formats will be returned, delaying their consideration. Moreover, it is important that you turn off the track changes option in Microsoft Word. **Any Word file submitted with track changes turned on will be returned.** The required files that comprise a complete curriculum package are:

1. **Explanatory Memorandum:** A separate Microsoft Word document containing a cover memorandum outlining the content and requested action regarding the package that is being submitted.
2. **Course Proposal Forms:** Separate Microsoft Word document(s) for each course proposal form. The course description and objectives cannot be changed without approval of the GCC.
3. **Marked Catalog Copy:** A separate Microsoft Word document containing marked catalog copy, clearly illustrating the proposed curricula revisions to the existing catalog. Catalog copy includes both degree requirements and course descriptions. **Catalog revisions must be marked as follows:**
  - Deletions should be marked in **red, strikethrough** font
  - Additions should be marked in **blue, underline** font
4. **Completed Signature Form:** A separate (.pdf) document containing all necessary signatures.
5. **Supporting Documentation:** E-mail from the Office of the Registrar, affected departments, etc. **The GCC does not require that you obtain APPROVAL from other units/programs, only that you NOTIFY them and REQUEST A RESPONSE within five working days.** Documentation of notification to the affected academic degree programs must be included with your curriculum submission. If your proposal overlaps with an existing course/program that you did not identify, your proposal can be tabled.

**Any curriculum package not adhering to these requirements will be returned, thus delaying consideration by the GCC.**

## GRADUATE CURRICULAR ACTIONS

Actions needing Graduate Curriculum Committee (GCC) approval and the required components. Please refer to the GCC Manual for additional information before submitting your package to the GCC mailbox ([gcc@ecu.edu](mailto:gcc@ecu.edu)). Approved by the GCC on 01-19-11.

Action	Explanatory Memorandum of Request	Course Proposal Form	Marked Catalog Copy	Signature Form	Email from Registrar	Supporting Documentation Related to Affected Units	Appear Before Committee	Syllabus
New Course	X	X	X	X	X	X - Notification	X	
Course Description Change	X	X	X	X		X - Notification	X	
Course Number Change at Same Level with No Course Content Change	X		X	X	X	X - Notification	X	X
Course Number Change to Different Level (e.g., 6000 to 7000 level)	X	X	X	X	X	X - Notification and memoranda of support	X	
Credit Hour Change	X	X	X	X		X - Notification	X	
Objectives Change	X	X	X	X		X - Notification	X	
Prefix Change	X		X	X		X - Notification to affected units and memorandum from the Office of Academic Program Planning and Development	X	
Prerequisite Change (NO CONTENT CHANGE)	X		X	X		X - Notification	X	
Title Change Only (NO CONTENT CHANGE)	X		X	X		X - Notification	X	X
Deleting a Course	X		X	X		X - Notification and any responses		
Banking a Course	X		X	X		X - Notification and any responses		
Unbanking a Course	X	X	X	X			X	

## INSTRUCTIONS FOR COMPLETING THE GRADUATE CURRICULUM COMMITTEE'S COURSE PROPOSAL FORM FOR COURSES NUMBERED 6000 AND HIGHER

### Important:

- Use this form *only* for courses numbered 6000 and higher. Courses numbered between 1000 and 4999 should be submitted to the University Curriculum Committee.
- Specific guidelines for submitting curriculum revision packages can be found at: [www.ecu.edu/cs-acad/gcc/index.cfm](http://www.ecu.edu/cs-acad/gcc/index.cfm).
- The committee will not review new 5000-level courses or the revision of current 5000-level courses. Units are encouraged to develop 6000-level courses in place of their 5000-level courses.

### General Instructions:

- Each box on the form must be completed.
- To type in a box, position your cursor in the box, and click once (if using a Macintosh computer) or left-click once (if using a PC) with the mouse, and type.
- Save the form as a Microsoft Word document, and submit electronically according to the instructions for submitting curriculum packages found at: [www.ecu.edu/cs-acad/gcc/index.cfm](http://www.ecu.edu/cs-acad/gcc/index.cfm). Files that cannot be opened due to being saved in an inaccessible format will be returned.

### Instructions for Each Item on Course Proposal Form:

The instructions numbered below refer to each numbered box on the GCC Course Proposal Form. Please complete the form in its entirety according to the following directions.

1. List the prefix and course number for the course, (e.g., **GEOG 6100** or **EXSS 6345**).
2. Type in the date the form was completed in the format: mm/dd/20yy
3. Put an "X" in the appropriate box. Remember that if you are requesting approval for a new course, before choosing the course number you must first obtain e-mail verification from the Office of the Registrar giving their approval for the number you desire. If you are renumbering a course, type in the old and new numbers in the appropriate boxes. Otherwise, leave those two boxes blank. Forward the registrar's e-mail verification to the GCC mailbox with your curriculum package. Identify if the new/revised course will be required in one of the degrees/minors/certificates offered by your unit by placing an "X" in the appropriate box.
4. Current/proposed and future method of delivery (if a course is offered by section in more than one method, check all that apply). Put an "X" in the appropriate box for the category (on-campus, distance, or online course) for both the current and future method of delivery expected within the next three years. If 50% or more of the course content is delivered online, this course should be categorized as online.
5. Justification. Identify the committee or group (e.g., Graduate faculty of the Department of English) that conducted the assessment of curriculum and student learning. Explain why the unit wishes to offer or revise the course. Include specific results from the unit assessment that led to the development or modification of the course. If applicable, cite any accrediting agency/ies and reference the specific standard/s.
6. Type in the course description as it should appear in the catalog. Include the course number, title, s.h. credit, and description **in the order traditionally used in the catalog. If you are unsure of the correct order, refer to pg. 17 Guidelines for Writing Course Descriptions.** When

applicable, also include Formerly, Same As, and Credit statements, Lecture/lab/practicum hours, prerequisites/corequisites, etc. **Please use correct punctuation** to prevent clerical errors from appearing in the graduate catalog. Ensure that your course description is as concise as possible and does not repeat the title of the course. The course description cannot be changed without approval of the GCC.

Below are examples of a chemistry course and an English course:

**7532. Organic Synthesis (3) Formerly CHEM 6750** P: CHEM 2760; or consent of chair. Synthetically useful organic reactions and strategies in organic synthesis.

**6390. Advanced Studies of Science Fiction and Fantasy (3)** Traditional and contemporary science fiction and fantasy. Emphasis on historical trends, problems, and contemporary movements.

7. If the requested action is the revision of an existing course, briefly explain the change(s).
8. Type the number of hours in the appropriate boxes and compute the total credit hours.
9. Type in the estimated annual student enrollment for the proposed course.
10. Type in the appropriate box the degree(s) and or program(s) in your unit that will experience a change in credit hours as a result of this course proposal.
11. Type in the appropriate box the degree(s) and or program(s), other than your programs, that are affected. To obtain a list of references for where a course is listed in a degree or as a prerequisite for another course, use the search tool (binoculars icon) in the current PDF version of the catalog.
12. If there is any overlap or duplication of the proposed course with existing ECU courses, the proposing unit must contact the affected units/programs and forward their responses electronically to the GCC as part of the curricular package. Type an "X" in the appropriate box. **The GCC does not require that you obtain APPROVAL from other units/programs, only that you NOTIFY them and request a response within five working days.** Documentation of notification to the affected academic degree programs must be included with your curriculum submission. If your proposal overlaps with an existing course/program that you did not identify, your proposal can be tabled.
13. Does the proposed curriculum revision have any effect on course(s) required for teacher education? If so, approval for the change must be obtained by the Council for Teacher Education (CTE) before submitting the course for approval by the GCC. Type an "X" in the appropriate box. Information regarding CTE can be accessed in Microsoft Outlook, Public Folders, Council for Teacher Education.
14. Does the proposed curriculum revision have any effect on course(s) with a service-learning designation? If so, approval for the change must be obtained by the University Service-Learning Committee (USLC) before submitting the course for approval by the GCC. Type an "X" in the appropriate box. Information regarding the service-learning designation can be found on the Volunteer and Service-Learning Center Web site (<https://www.ecu.edu/cs-studentlife/volunteer/faculty-service-learning-designation.cfm>).
15. Type an "X" in the appropriate box for each of the segments listed.

16. The information for the course should include:

A. Text(s) and/or readings

***Below are examples of bibliographic citations for textbooks:***

**APA style:** Author, initials. (year published). *Title of book*. [italics OR underscoring]  
City of Publication: Publishing House.

Surber, J. P. (1998). *Culture and critique: An introduction to the critical discourses of cultural studies*. New York: Westview.

For an edited text.

During, S. (Ed.). (1999). *The cultural studies reader*. New York: Routledge.

**MLA style:** Author. Title of Book. City of Publication: Publishing House, date.

Surber, Jere Paul. Culture and Critique: An Introduction to the Critical Discourses of Cultural Studies. New York: Westview, 1998.

For an edited text.

During, Simon, ed. *The Cultural Studies Reader*. New York: Routledge, 1999.

B. Course behavioral objectives (Course objectives cannot be changed without approval of the GCC.)

Objectives must be stated using outcome-based action verbs (an excellent guide for writing course objectives can be accessed at the following site:

[www.odu.edu/educ/roverbau/Bloom/blooms\\_taxonomy.htm](http://www.odu.edu/educ/roverbau/Bloom/blooms_taxonomy.htm)).

***Below are examples of course behavioral objectives:***

Upon completion of this course, students will be able to:

- Formulate synthetic reaction schemes to produce complex target molecules.
- Critically evaluate and analyze experimental results.
- Synthesize different theoretical constructs as well as empirical design knowledge.
- Conceptualize development proposals at the settlement, neighborhood and block scales.

If this is a 5000-level course that is going to be populated by undergraduate and graduate students, there must be differentiation in the learning objectives expected.

C. Course content/topical outline

Include a topic outline; a detailed semester calendar is not necessary. Be sure the content reflected in the outline also reflects course objectives.

D. Course assignments, assignment weighting, and grading scale

D's are not given in graduate courses. Please do not include instructor names, policies, or other instructor-specific information (e.g., academic dishonesty policies, etc.).



*Below is an example of course assignments, weighting, and grading scale:*

ASSIGNMENTS/GRADING:

Participation, including leadership of two seminar discussions: 20 points/percent

Two Case Studies (6-8 pages) and Presentations: 30 points/percent

Final Research Project (20-25 pages) and Presentation: 50 points/percent

GRADING SCALE:

90-100 points/percentage A

80-89 points/percentage B

70-79 points/percentage C

below 70 points/percentage F

or

GRADING SCALE:

S (Satisfactory progress in thesis or dissertation research) A special grade reserved for thesis and dissertation courses. The grades in these courses are not included in meeting the cumulative "B" average required for graduation.

U (Unsatisfactory progress in thesis or dissertation research) A special grade reserved for thesis and dissertation courses. The grades in these courses are not included in meeting the cumulative "B" average required for graduation.



# East Carolina University

## Graduate Curriculum Committee Course Proposal Form for Courses Numbered **5000** and Higher

**Note: Before completing this form, please carefully read the accompanying instructions.**

Submission guidelines are posted to the GCC Web site: <http://www.ecu.edu/cs-acad/gcc/index.cfm>

1. **Course prefix and number:**       2. **Date:**
3. **Requested action:**

<input type="checkbox"/>	New Course			
<input type="checkbox"/>	Revision of Active Course			
<input type="checkbox"/>	Revision & Unbanking of a Banked Course			
<input type="checkbox"/>	Renumbering of an Existing Course from			
	from	#	to	#
<input type="checkbox"/>	Required		<input type="checkbox"/>	Elective

4. **Method(s) of delivery (check all boxes that apply for both current/proposed and expected future delivery methods within the next three years):**

**Current or  
Proposed Delivery  
Method(s):**

**Expected  
Future Delivery  
Method(s):**

<input type="checkbox"/>	<b>On-campus (face to face)</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Distance Course (face to face off campus)</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Online (delivery of 50% or more of the instruction is offered online)</b>	<input type="checkbox"/>

5. **Justification. Identify the committee or group (e.g., Graduate faculty of the Department of English) that conducted the assessment of curriculum and student learning. Explain why the unit wishes to offer or revise the course. Include specific results from the unit assessment that led to the development or modification of the course. If applicable, cite any accrediting agency/ies and reference the specific standard/s.**

**6. Course description exactly as it should appear in the next catalog:**

--

**7. If this is a course revision, briefly describe the requested change:**

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**8. Course credit:**

Lecture Hours		Weekly	OR		Per Term	Credit Hours		s.h.
Lab		Weekly	OR		Per Term	Credit Hours		s.h.
Studio		Weekly	OR		Per Term	Credit Hours		s.h.
Practicum		Weekly	OR		Per Term	Credit Hours		s.h.
Internship		Weekly	OR		Per Term	Credit Hours		s.h.
Other (e.g., independent study) Please explain.								s.h.
Total Credit Hours								s.h.

**9. Anticipated annual student enrollment:**

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**10. Changes in degree hours of your programs:**

Degree(s)/Program(s)	Changes in Degree Hours

**11. Affected degrees or academic programs, other than your programs:**

Degree(s)/Program(s)	Changes in Degree Hours

**12. Overlapping or duplication with affected units or programs:**

	Not applicable
	Documentation of notification to the affected academic degree programs is attached.

**13. Council for Teacher Education (CTE) approval (for courses affecting teacher education):**

	Not applicable
	Applicable and CTE has given their approval.

**14. University Service-Learning Committee (USLC) approval:**

<input type="checkbox"/>	<b>Not applicable</b>
<input type="checkbox"/>	<b>Applicable and USLC has given their approval.</b>

**15. Statements of support:**

**a. Staff**

<input type="checkbox"/>	<b>Current staff is adequate</b>
<input type="checkbox"/>	<b>Additional staff is needed (describe needs in the box below):</b>

**b. Facilities**

<input type="checkbox"/>	<b>Current facilities are adequate</b>
<input type="checkbox"/>	<b>Additional facilities are needed (describe needs in the box below):</b>

**c. Library**

<input type="checkbox"/>	<b>Initial library resources are adequate</b>
<input type="checkbox"/>	<b>Initial resources are needed (in the box below, give a brief explanation and an estimate for the cost of acquisition of required initial resources):</b>

**d. Unit computer resources**

<input type="checkbox"/>	<b>Unit computer resources are adequate</b>
<input type="checkbox"/>	<b>Additional unit computer resources are needed (in the box below, give a brief explanation and an estimate for the cost of acquisition):</b>

**e. ITCS resources**

<input type="checkbox"/>	<b>ITCS resources are not needed</b>
<input type="checkbox"/>	<b>The following ITCS resources are needed (put a check beside each need):</b>
<input type="checkbox"/>	<b>Mainframe computer system</b>
<input type="checkbox"/>	<b>Statistical services</b>
<input type="checkbox"/>	<b>Network connections</b>
<input type="checkbox"/>	<b>Computer lab for students</b>
<input type="checkbox"/>	<b>Software</b>
	<i>Approval from the Director of ITCS attached</i>

**16. Course information (see: *Graduate Curriculum and Program Development Manual* for instructions):**

**a. Textbook(s) and/or readings: author(s), name, publication date, publisher, and city/state/country. Include ISBN (when applicable).**

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**b. Course objectives for the course (student – centered, behavioral focus)**

**If this is a 5000-level course that is populated by undergraduate and graduate students, there must be differentiation in the learning objectives expected.**

Upon completion of this course, students will be able to:

**c. Course topic outline**

**The list of topics should reflect the stated objectives.**

**d. List of course assignments, weighting of each assignment, and grading/evaluation system for determining a grade**



# East Carolina University

## Signature Form for GCC Curricular Changes

Course(s), Program(s), and/or Degree(s) under Revision:

Originating Unit:

Originating College/School:

	Date	Name (print)	Signature
<b>Representative of Unit Graduate Faculty</b>			
<b>Unit Chair</b>			Signature also indicates unit resources support the budgetary impact(s) of this curriculum submission.
<b>College/School Curriculum Committee Chair</b>			
<b>College Dean</b>			Signature also indicates unit resources support the budgetary impact(s) of this curriculum submission.
<b>CTE Chair (for programs affecting teacher education)</b>			
<b>USLC Chair (for courses with a service- learning designation)</b>			
<b>Graduate Curriculum Committee Chair</b>			
<b>Dean of the Graduate School</b>			

## **GUIDELINES FOR DEVELOPING AND REVISING COURSES**

### **Establishing a New Prefix Area**

The academic unit proposing the prefix should submit such a request to the Office of Academic Program Planning and Development via e-mail to [coltrainem@ecu.edu](mailto:coltrainem@ecu.edu). The university program specialist will advise the unit of the decision regarding the establishment of a new prefix. The unit then submits its requests for new courses using the prefix or for changing the prefix of existing courses to the appropriate curriculum committee(s).

### **Proposing a New Course**

New courses should be submitted on the appropriate Graduate Curriculum Committee (GCC) course proposal form. Course proposal forms are located on the GCC Web site. Older forms found on other Web sites should not be used. The form contains instructions for completion and specifies attachments that are to be submitted with the proposal. All applicable sections of the form should be completed. See “Guidelines for Writing Course Descriptions” for explicit information on writing course descriptions. Please note that there are various individuals and Web sites with whom it may be necessary to consult while preparing a course proposal form.

### **Cross-Listing New or Revised Courses**

Cross-listed courses are the same courses offered in more than one unit under different prefixes. The courses may or may not have the same number. These courses appear in the catalog with a “Same as ABCD 1234” statement.

- When submitting a request for a new course to be cross-listed with a new course from another unit, both units should submit **complete** curriculum packages (to include course proposal forms) to the GCC to be presented concurrently.
- When submitting a request to cross-list an existing course with an existing course from another unit, the following guidelines apply:
  - The submitting unit should present a **complete** package along with marked catalog copy and a letter of support from each of the units involved in offering the course.
  - Any course being revised must comply with the revision requirements outlined below. This may result in the need for a concurrent submission from both units if both existing courses are being revised in excess of the addition of the “same as” statement. The nature of the revision determines the need for proposal forms and/or syllabi.
- When submitting a request to cross-list a new course with an existing course from another unit, the following guidelines apply:
  - The submitting unit should present a **complete** package (to include a course proposal form) along with marked catalog copy and a letter of support from each of the units involved in offering the existing course.
  - If the existing course is being revised in excess of the addition of the “same as” statement, both units would need to submit a complete package to present

concurrently. Reference the guidelines established below for course revisions to determine if a proposal form or course syllabus is required.

### **Revising an Existing Course**

The methods for revising an existing course vary, and are listed below:

**Course Description Change:** Submit a memorandum of request, course proposal form, marked catalog copy, a copy of notification to affected units, and a completed GCC signature form.

**Course Number Change at Same Level with No Course Content Change:** Course numbers must be cleared with the Office of the Registrar. If the renumbering is not to occur until a later semester, please indicate the semester in which the new number is applicable. Submit a memorandum of request, syllabus, marked catalog copy, a copy of the registrar's e-mail, a copy of notification to affected units, and a completed GCC signature form.

**Course Number Change to Different Level (e.g., 6000 to 7000 level):** If the course impacts another course or degree program outside the unit, that unit head should be advised and a memorandum of support should be attached to the request submitted to the GCC. If the renumbering is not to occur until a later semester, please indicate the semester in which the new number is applicable. Submit a memorandum of request, course proposal form, marked catalog copy, a copy of the registrar's e-mail, a copy of notification to affected units, memoranda of support, and a completed GCC signature form.

**Credit Hour Change:** Submit a memorandum of request, course proposal form, marked catalog copy, a copy of notification to affected units, and a completed GCC signature form.

**Objectives Change:** Submit a memorandum of request, course proposal form, marked catalog copy, a copy of notification to affected units, and a completed GCC signature form.

**Prefix Change:** Submit a memorandum of request, marked catalog copy, a copy of notification to affected units, and a completed GCC signature form. Provide old and new prefix, number, title, and s.h. credit information in the memorandum. Include documentation that the Office of Academic Program Planning and Development approved the prefix if using a new prefix not currently found in the graduate catalog.

**Prerequisite Change:** If there is no course content change, submit a memorandum of request, marked catalog copy, a copy of notification to affected units, and a completed GCC signature form (content change requires course proposal form).

**Title Change:** If there is no course content change, submit a memorandum of request, syllabus, marked catalog copy, a copy of notification to affected units, and a completed GCC signature form.



## **Deleting a Course**

If the course being deleted is included in a degree or as a prerequisite in another discipline, please notify the respective unit of your action and submit a copy of that notification to the committee along with any response received from that unit. Submit a memorandum of request, marked catalog copy, a copy of notification to affected units, and a completed GCC signature form. Provide the course prefix, number, and course title in the memorandum. An appearance before the committee is not required for this request.

## **Banking or Unbanking a Course**

**Banking:** If the course being banked is included in a degree or as a prerequisite in another discipline, please notify the respective unit of your action and submit a copy of that notification to the committee along with any response received from that unit. Submit a memorandum of request, marked catalog copy, a copy of notification to affected units, and a completed GCC signature form. Provide the explanation of why your unit is banking the course in the memorandum. An appearance before the committee is not required for this request.

**Unbanking:** Submit a memorandum of request, course proposal form, marked catalog copy, and a completed GCC signature form. There is a place on the course proposal form to indicate unbanking.

## GUIDELINES FOR WRITING COURSE DESCRIPTIONS

Course descriptions should be developed in the following order and inserted in the appropriate area of the course proposal form, based on this guide. Course descriptions cannot be changed without approval of the GCC.

### Items 1-4 are required for all courses.

- 1. Prefix:** Always include the prefix of the course. (Concentration areas in the Schools of Art and Music courses carry the ART or MUSC prefix, respectively. Indicate concentration area under which the course is to be listed in parentheses between prefix and number. If course is cross-listed under more than one area, indicate both areas.)
- 2. Number:** Include course number as approved by the Office of the Registrar. If the course and lab will typically be taken together, combine into one course listing and submit on the same form. If the lab may be taken with another course, include a separate listing/form for lab.
- 3. Title:** The course title should reflect the overall intent of the course, and will be listed in the Office of the Registrar as approved.
- 4. Semester Hour Credit:** Indicate the number of s.h. credit for the course by placing the Arabic numeral in parentheses. If the course listing consists of more than one course number, enter the s.h. credit for both, separated by a comma.

*Example:* **BIOL 7880, 7881. Bioinformatics (4,0)**

### Items 5 and 6, if applicable.

- 5. Formerly:** If a course is being renumbered, include the previous course prefix and number.

*Example:* **PHLY 7715. Seminar in Physiology (1) Formerly PHLY 6715**

- 6. Same As:** If a course is cross-listed in the catalog under another prefix include the other listings of the course.

*Example:* **HIST 6440. Maritime Cultural Resources (3) Same as MAST 6640**

### Items 7 and 8, if applicable.

- 7. Other Information:** There is a vast amount of information that might be included at this point in the course. In the example that follows at the end of this subsection, not all of the

following items will appear; however, if more than one of the areas below is to be included in the course description, they should appear in the following order:

- May be taken concurrently if more than one course is listed.
- 3 lecture and 2 lab hours per week. (This wording may be used for lecture, lab, field placement and internship hours.)
- Conferences with program director may be required.
- May be repeated for maximum of 6 s.h. (This means that a 3 s.h. course may be taken twice for credit; if the course is repeated beyond this, then no credit will be given.)
- Students normally expected to provide personal transportation to field site.
- No previous knowledge of French required.
- Taught in German.

If there is information to be entered in this field that is not covered above, please submit concise wording at this point.

- 8. Prerequisites:** List prerequisites in alpha numeric order. Major/minor, class-level, or GPA stipulations precede course prerequisites. Abbreviations to indicate course prerequisites, corequisites, etc., should be indicated in the following order:

**P:** = Prerequisites

**RP:** = Recommended Prerequisites

**P/C:** = Prerequisites or Corequisites

**RP/C:** = Recommended Prerequisites or Corequisites

**C:** = Corequisites

**RC:** = Recommended Corequisites

Pre/corequisites should be listed, as applicable, in the alphabetical and numerical order by prefix and number as follows. The semicolon between prerequisites indicates “and,” unless followed by the word “or.” When granting consent by the departmental chairperson, use the abbreviation *chair*.

**Item 9 is required for most courses.**

- 9. Content Description:** A standard pattern of writing that reduces the number of articles (the, these, this, etc.) is always used when writing the content description. The *Chicago Manual of Style*, the university standard, is used for capitalization. The course title should not be repeated as opening words of description. Use only one space between punctuation and the next word. Please do not begin the description with “This course....” If a course contains material that is not discipline-specific, the description should indicate how the course differs from other offerings. Course descriptions should be succinct, yet descriptive, and not merely consist of lists of topics.

## **GUIDELINES FOR DEVELOPING/REVISING DEGREE REQUIREMENTS AND PREPARING MARKED CATALOG COPY**


All proposed revisions to degree requirements, including concentration areas and options, minors, and degree program admission requirements, originate in the academic unit by the faculty and are processed through the academic unit curriculum committee, the appropriate college or school curriculum committee, the Council for Teacher Education, and the University Service-Learning Committee when appropriate. For minor degree revisions, a request can be submitted to the GCC chair for a waiver of attendance.

Revisions to graduate programs are submitted via e-mail to the Graduate Curriculum Committee (GCC) for approval, and are subject to the approval of the Graduate School Administrative Board. Proposals regarding teaching programs should be approved by the Council for Teacher Education before they are submitted to the GCC.

The electronic submission should include the following:

- Explanatory memorandum
- Course Proposal Form(s)
- Marked catalog copy
- E-mail messages from the Office of the Registrar, affected departments, etc. **The GCC does not require that you obtain APPROVAL from other units/programs, only that you NOTIFY them and REQUEST A RESPONSE within five working days.** Documentation of notification to the affected academic degree programs must be included with your curriculum submission. If your proposal overlaps with an existing course/program that you did not identify, your proposal can be tabled.
- Signature Form

To create marked catalog copy:

- The university's online catalogs are located at [www.ecu.edu/cs-acad/aa/SrchCatalog.cfm](http://www.ecu.edu/cs-acad/aa/SrchCatalog.cfm). Select either the PDF or HTML current graduate catalog. The HTML catalog has a printer friendly icon  that enables the user to create catalog copy that does not need to be reformatted. If you have questions about either of these catalogs, please contact Diane Coltraine in the Office of Academic Program Development and Planning ([coltrainem@ecu.edu](mailto:coltrainem@ecu.edu) or 328-1425).
- Locate the text that needs revising within the selected online catalog. With your cursor (left click on mouse), highlight the HTML catalog text that needs to be revised. With a right click, "copy" the text. Open a Microsoft Word file and then paste (right click on mouse) the selected text. Please include enough text to enable GCC members to clearly identify the selected catalog text that you are revising.
- If you wish to delete text, use a **red strike-through** font (toolbar, format, font, click on "strike-through" and use the drop menu to change the font color to red).
- If you wish to add text, use **blue underlined** text (toolbar, format, font, use drop menus for "indicate underline style" and then "indicate underline color").

- The GCC will not consider marked catalog copy that has been revised using “track changes”.
- Copy the URL found at the top of the Web page and then paste it onto the file that contains your catalog revisions. If you are revising multiple Web pages, clearly identify each page with a separate URL.
- If you revise multiple paragraphs on a single Web page, please copy and paste the entire page.
- If you have questions about creating marked catalog copy, please contact Kimberly Nicholson in the Office of Academic Program Development and Planning ([nicholsonk@ecu.edu](mailto:nicholsonk@ecu.edu) or 328-2623).

The catalog copy submitted to the GCC should indicate all proposed changes by striking through deletions and underlining new text, as follows:

- Changes to the hours specified for the total degree or in any area of the degree should be indicated by striking through the existing hours in red, inserting new hours using a blue font and underlining the proposed hours.
- Degree requirements being deleted or replaced should be struck-through in red.
- Requirements that are added should be typed and underlined using a blue font.

Also, note the following:

- Course additions should be complete with prefix, course title, s.h., prerequisites, etc.
- Any revisions to degree admission requirements should be justified by memorandum.
- Any request to delete a degree or minor should include verification of unit faculty support.

**Samples will be selected by the committee**

## **Policies and Procedures for Graduate Certificate Programs**

Approved by GSAB 02-12-2001

Revised by GCC 11-15-2006; Approved by GSAB 12-04-2006

Revised by GCC 04-07-2010; GSAB requested additional revision

Revised by GCC 09-01-2010; Approved by GSAB 09-13-2010

Revised by GCC 04-06-2011; Approved by GSAB 05-10-2011

Revised by GCC 04-25-12; Approved by Graduate Council **XX-XX-XXXX**

### **A. Introduction**

Graduate certificate programs may be created within the structure of the Graduate School. Students may be awarded these certificates upon completion of a well-defined program of course work. The graduate certificate is not defined as a degree by the Graduate School, rather, it is a focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines. However, the graduate certificate is not viewed as a guaranteed means of entry into a graduate degree program. While the courses comprising a graduate certificate may be used as evidence in support of a student's application for admission to a graduate degree program, the certificate itself is not considered to be a prerequisite. The didactic material encompassed within a graduate certificate program may represent a more practice-oriented subset of an existing graduate discipline. The title of any graduate certificate program may or may not contain the word certificate, depending on the tradition in the discipline proposing the program.

### **B. Process of Approval for New Graduate Certificate Programs**

Proposals for new graduate certificate programs are created and submitted by constituent graduate faculty for review by the Graduate Curriculum Committee (GCC) and approval by the [Graduate Council](#). Each proposal must include a signed endorsement by all of the department chairperson(s), dean(s) of the college or professional school(s) and the appropriate vice chancellor(s) contributing to the organization and administration of the certificate. In the case of interdisciplinary certificate programs, the administrator ultimately responsible must be identified. New graduate certificate programs offered in collaboration with other universities must also be endorsed by the collaborating department(s) at the other institutions and must meet the requirements for prior authorization from UNC General Administration. The [Graduate Council](#) considers the merit of all graduate certificate proposals, and makes recommendations for approval/disapproval to [the Academic Council](#). The certificate proposal must be submitted by the certificate planners to the Educational Policies and Planning Committee (EPPC). Those approved by the [Graduate Council](#), EPPC, and [Academic Council](#) are then

recommended to the chancellor for approval. The Office of the Chancellor will make notification of approved certificates to the General Administration of the University of North Carolina (UNC GA) and the Southern Association of Colleges and Schools (SACS).

### **C. Criteria for Approval of Certificate Programs**

Criteria for approval of new graduate certificate programs include the following:

1. The proposed sequence of course work must meet a clear and appropriate educational objective at the post-baccalaureate level.
2. The proposed program must achieve its educational objective/s (learning outcome/s) in a well designed, cohesive, and timely manner.
3. A demonstrated need for the certificate must exist.
4. An appropriate number of credit hours must comprise the certificate program. The number of graduate credits may not be less than nine semester hours or more than one-half of the semester hours necessary for a related graduate degree from the Graduate School.

### **D. Policies Governing Certificate Admission Criteria and Subsequent Admission to Graduate Degree Programs**

The certificate admissions criteria and policies governing the relation of certificates to graduate degree programs include the following:

1. An earned baccalaureate degree or its equivalent from an accredited college or university is required.
2. Each certificate program sets the minimum admissions requirements for the certificate (e.g. grade point average, minimum TOEFL scores, standardized test scores, work experience, etc.). However, all certificate candidates must be informed at the time of their acceptance that admission to and completion of a certificate program does not supersede the admission requirements to a degree program should they subsequently apply to a graduate degree program.
3. Credit earned while enrolled in a graduate certificate program may be transferred into a degree program with the approval of the department offering the degree program. Each graduate program must decide which, if any, certificate courses can be counted toward the graduate degree after admission of a certificate student into the graduate degree program. The certificate student must be informed at the time of admission into the certificate program that only

nine semester hours as a nondegree student can be applied toward a graduate degree.

4. Graduate students currently enrolled in a graduate degree program may simultaneously pursue a graduate certificate if approved by their **graduate advisory committee or** graduate program director **if no committee has been formed** and the certificate program director. **No other application is necessary.** The electronic Request to Add a Certificate Form must be submitted by the student to obtain proper permissions for pursuit of the certificate. This form is electronically routed to the graduate program director, the certificate program director, and the Graduate School for permissions before being sent to the Registrar's Office to become part of the student's academic record.
5. **Students who are currently enrolled in the Graduate School and who wish to pursue approved graduate certificate programs must apply for admission to such programs before one-half of the required credits are completed. The dean of the Graduate School, upon request by the certificate program coordinator, may grant exceptions to this policy.** Certificate-seeking graduate students who are not currently enrolled in a master's program **must apply and will be admitted as certificate seeking students** into a separate classification within the Graduate School, as "Certificate Graduate" students, **as defined by the Graduate Council.** This separate classification will permit keeping of **U**niversity-wide statistical and enrollment data for certificate programs, and will allow inclusion of such efforts in the annual reports and academic planning. **The Graduate School will note** Successful completion of a certificate program **will be noted** on the student's transcript **upon completion and a certificate will be issued by the Registrar's Office.**
6. **No transfer credit from another institution will be counted toward the completion of a certificate program at East Carolina University, with the exception of courses offered as part of a certificate program with a collaborating institution. A maximum of 20% of credit may be transferred from another institution to be counted toward the completion of a certificate program at East Carolina University. (Graduate Council, November 21, 2011)**
7. Students pursuing a graduate certificate will be required to meet the academic retention requirements approved by the **Graduate Council** for the certificate program.

A certificate graduate student may enroll on either a part-time or a full-time basis, as determined by the certificate program coordinator. Certificate graduate students enrolled as nondegree students will not be eligible for graduate assistantships. **, nor will they be eligible for financial aid through the Financial Aid Office. Some but not**



all certificate programs are approved for financial aid. The list of approved certificates is maintained by the Office of Financial Aid.

The rationale for requiring formal enrollment in graduate certificate programs is based on the need for proper allocation of instructional resources and the desire to afford the certificate students equal access to the desired graduate courses. Departments and programs are better able to plan offerings of the appropriate graduate courses if they are aware of the upcoming demand for such courses. This demand can best be gauged by knowledge of the number of students in the program. By registering as graduate students, the certificate-seeking students will have timely access to graduate courses offered by departments and schools.

### **E. Certificate Program Review**

All graduate certificate programs will be reviewed within the course of regular graduate program assessment and review, as defined by the [Graduate Council](#).

### **F. Application Procedure for a New Certificate Program**

For consideration by the Graduate School all proposals will be reviewed by the Graduate Curriculum Committee and approved by the [Graduate Council](#). Proposals for new graduate certificate programs must contain the following information:

1. A statement of the educational objectives of the program.
2. A statement of the admission standards for the certificate program and a statement of the academic retention standards for the successful completion of the program.
3. A statement of the proposed course sequence associated with the certificate, including titles and course descriptions both for existing courses and any new courses that may be developed.
4. The catalog copy for the certificate program.
5. A statement of how the proposed course sequences associated with the certificate will meet the stated educational objectives.
6. A statement of the need for the proposed program and the basis for such a need supported by either externally or internally derived data.
7. [A statement explaining how the certificate program will be delivered \(on-campus \(face to face\), distance course \(face to face off campus\), and/or online \(50% or more of the instruction is offered online\).](#)

8. Estimate the number of certificates to be awarded in the first five years.

Year 1	Year 2	Year 3	Year 4	Year 5

9. A statement of how the effectiveness of the certificate program will be evaluated. A quality enhancement plan addressing how the program will be further improved should then be developed.
10. The names of the faculty associated with or contributing to the certificate program, either by teaching one or more of the courses associated with the program or participating in the design of the course sequence. Adjunct faculty associated with the program should also include up-to-date curriculum vitae.
11. The name and curriculum vita of the faculty member who will be designated as the coordinator of the program for purposes of communication with the Graduate School.
12. The unit offering the certificate program must specify what professional license, if any, for which the certificate qualifies.
13. The Classification of Instructional Program (CIP) title and six-digit code (descriptions available at: [www.ecu.edu/cs-acad/acadprograms/programdev.cfm](http://www.ecu.edu/cs-acad/acadprograms/programdev.cfm)).
14. The minimum number of weeks required for a student to complete this certificate. Fall and spring semesters count as 15 weeks each and a regular summer term counts as 5 weeks. Prerequisites should be considered in determining this number.

### G. Distance Education Certificates Notification

The development and delivery of distance education certificates are institutional responsibilities. Units planning to offer a sequence of courses for certification, licensure, etc. via distance education should notify the Division of Continuing Studies for assistance in drafting the necessary forms for submission to UNC GA. **While authorization to establish such courses of study is not required,** The Academic Program Development Collaborative Team reviews these notifications to determine if they represent a SACS substantive change. SACS and UNC GA require notification in advance so that such information on these activities can be made accessible through a [Web site](#) maintained by UNC GA.

## **H. Process for Revision or Discontinuation of an Existing Certificate Program**

Requests to revise an existing certificate program should be submitted to the GCC. Submission packages include a memorandum of request explaining why and how the existing certificate is to be revised, marked catalog copy, supporting documentation if certificate revisions affect other units within the university, and a completed signature form.

Requests to discontinue an existing certificate program are reviewed by the GCC, Graduate Council, and EPPC. For more information about the discontinuation process, access the Office of Academic Program Planning and Development Web site at [www.ecu.edu/cs-acad/acadprograms/certificateconcentrationminor.cfm](http://www.ecu.edu/cs-acad/acadprograms/certificateconcentrationminor.cfm).